

17 NOV 1975

Executive Registry

75-9505

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : PDP Part II, Developmental Profiles

REFERENCE : Memo for Heads of Career Services fr DCI
dtd 16 Sep 74, subj: Personnel Development Program FY 1975


1. Reference implemented Part II of the Personnel Development Program by requiring the Career Services to prepare Developmental Profiles for the major professions and disciplines of the respective Services, presenting in outline form the assignments and training, within grade groups, which make up the various tracks for professional careers in the Agency. Copies of the Profiles have now been received in the Office of Personnel; they have been reviewed, analyzed, and returned to the Directorates with informal comments and recommendations for revisions. A number of the individual Office submissions were excellent and showed considerable thought and effort; others were perfunctory and thin in concept. The missing element in all of the submissions appeared to be the Career Service review and effort to provide a correlation between the individual Profiles of the Directorate. The primary recommendation made to each of the Services was that the Profiles be carefully analyzed, prior to their publication, to assure they have the uniformity and standardization determined at the Directorate level to be beneficial and practical for all concerned employees. The availability of the Developmental Profiles to the employees is considered to be another facet of the implementation of the PASG concept.

2. Members of the Office of Personnel who lecture at or take part in the various management training classes given in the Agency have included detailed comments and explanations of the intent of the Developmental Profiles in the course discussions. In general, it has been found that the reaction of those who have worked on the Profiles or become aware of them by other means is very favorable. The potential use and benefit for the employee, the supervisor and the career counselors are readily apparent.

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3. I am sending a memorandum to the Deputy Directors and Chairman, Senior Executive Career Service Panel listing some of the more innovative ideas and solutions to career track problems as developed in the different Career Services. The revisions of the Profiles should benefit from the sharing of these special strengths as well as some of the prevalent weaknesses. The memorandum also establishes a 16 January 1976 due date by which the revisions should be completed and the Developmental Profiles published and distributed to all concerned employees.


F. W. M. Janney
Director of Personnel

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